Higher National Graded Unit specification

General information for centres

This Graded Unit has been validated as part of the *Audio Visual Technology HND*. Centres are required to develop the assessment instrument in accordance with this validated specification. Centres wishing to use another type of Graded Unit or assessment instrument are required to submit proposals detailing the justification for change for validation.

Graded Unit Title: Audio Visual Technology: Graded Unit 2

Graded Unit Code: F4SD 35

Type of Graded Unit: Project

Assessment Instrument: Practical Assignment

Credit points and level: 2 HN credits at SCQF level 8: (16 SCQF credit points at SCQF level 8*)

*SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from National 1 to Doctorates.

Purpose: This Graded Unit is designed to provide evidence that the candidate has achieved the following principal aims of the *Audio Visual Technology HND:*

♦ develop a high level of knowledge of converging AV and IT technologies
♦ develop advanced skills and competencies in specialist AV skills
♦ allow for the development of individual specialisation in key areas (clusters)
♦ develop advanced knowledge of AV systems and installations
♦ develop skills in first line maintenance and fault diagnosis
♦ develop a high level of skills and competencies in specialist AV digital content
♦ develop the ability to critically analyse and evaluate complex information and apply creative solutions
♦ develop and maximise employability skills
♦ provide a skill set designed to keep pace with the changing nature of technology focused jobs and related creative disciplines

Recommended Prior Knowledge and Skills: It is recommended that the candidate should have completed or be in the process of completing the following Units relating to the above specific aims prior to undertaking this Graded Unit:

F1TH 35   *Audio Visual Systems*
DV0M 34   *Work Experience*
F1TJ 34   *Audio Visual Digital Content Delivery and Formats*

General information for centres (cont)

In addition, candidates should have completed one of the specialist clusters of Multi Media, Production or Audio Visual Integration from the mandatory optional selection:

	Multi Media
F1TF 35	Compositing and Motion Graphics Advanced
DX5R 35	Web Design Project

or

	Production
F1TM 35	News Gathering
DM10 35	Editing to a Directors Brief

or

	Audio Visual Integration
DH2W 35	Computer Hardware: Building a Network PC
D7XN 35	Audio Visual Presentation 2: Creating Audio and Audio Visual programmes

Core Skills: There may be opportunities to develop the Core Skills of *Working with Others*, *Problem Solving*, *IT*, *Numeracy* and *Communication* at SCQF level 6 in this Unit, although there is no automatic certification of Core Skills or Core Skills components.

Assessment: This Graded Unit will be assessed by the use of a project. The developed Practical Assignment should provide the candidate with the opportunity to produce evidence that demonstrates s/he has met the aims of the Graded Unit that it covers.

Administrative Information

Graded Unit Code: F4SD 35

Graded Unit Title: Audio Visual Technology: Graded Unit 2

Original date of publication: August 2008

Version: 02

History of Changes:

Version	Description of change	Date
02	Update of Conditions of Assessment.	03/08/18

Source: SQA

Higher National Graded Unit Specification: Instructions for designing the assessment task and assessing candidates

Graded Unit Title: Audio Visual Technology: Graded Unit 2

Conditions of Assessment

The candidate should be given a date for completion of the Practical Assignment. However, the instructions for the assessment task should be distributed to allow the candidate sufficient time to assimilate the details and carry out the assessment task. During the time between the distribution of the assessment task instructions and the completion date, assessors may answer questions; provide clarification, guidance and reasonable assistance.

Reasonable assistance is the term used by SQA to describe the difference between providing candidates with some direction to generate the required evidence for assessment and providing too much support which would compromise the integrity of the assessment. Reasonable assistance is part of all learning and teaching processes.

In relation to the assessment of Higher National Project-based Graded Units, assessors may provide advice, clarification, and guidance during the time between the distribution of the project instructions and the completion date, ie at each stage of the project.

Remediation allows an assessor to clarify candidate responses, either by requiring a written amendment or by oral questioning, where there is a minor shortfall or omission in evidence requirements. In either case, such instances must be formally noted by the assessor, either in writing or recording, and be made available to the internal and external verifier.

In relation to Higher National Project-based Graded Units, candidates must be given the opportunity for remediation at each stage of the project.

The evidence for a Higher National Project-based Graded Unit is generated over time and involves three distinct stages, each of which has to be achieved before the next is undertaken. This means that any re-assessment of stages must be undertaken before proceeding to the next stage. The overall grade is derived from the total number of marks *across all* sections, and should reflect the ability of the candidate to work autonomously and the amount of support required. In relation to Higher National Project-based Graded Units, candidates who have failed any stage of the project and have been unable to provide the necessary evidence through remediation must be given the opportunity for re-assessment of that stage.

Any candidate who has failed their graded unit or wishes to upgrade their award must be given a re-assessment opportunity, or in exceptional circumstances, two re-assessment opportunities. In the case of project-based graded units, this must be done using a substantially different project.

The final grading given must reflect the quality of the candidate's evidence at the time of the completion of the graded unit. Candidates must be awarded the highest grade achieved — whether through first submission or through any re-assessment, remediation, and/or reasonable assistance provided.

Higher National Graded Unit Specification: Instructions for designing the assessment task and assessing candidates (cont)

Graded Unit Title: Audio Visual Technology: Graded Unit 2

Instructions for designing the assessment task

The assessment task is a project. The project undertaken by the candidate must be a complex task which involves:

♦ variables which are complex or unfamiliar
♦ relationships which need to be clarified
♦ a context which may be familiar or unfamiliar to the candidate

The assessment task must require the candidate to:

♦ analyse the task and decide on a course of action for undertaking the project
♦ plan and organise work and carry it through to completion
♦ reflect on what has been done and draw conclusions for the future
♦ produce evidence of meeting the aims which this Graded Unit has been designed to cover

Candidates will work to a given brief provided by the centre. The brief must require the candidate to plan, script and produce an Audio Visual project for a target audience; which contains text, sound and images. Full planning details for the project must be submitted, and an output, which need only be developed to a prototype version of the end product. The main emphasis of the task is on the planning and processes leading up to the prototype, rather than a full, working, industry standard product. All development work should be submitted in a production file containing all planning and development work appropriate to the specialist cluster which the candidate has studied. Appropriate regard should be taken of any legal issues such as copyright or health and safety.

Candidates should develop a project based on one of the three specialist clusters available as part of the Audio Visual Technology HND. Possible examples of outputs for each cluster are suggested in the support notes.

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Guidance on grading candidates

Candidates who meet the minimum Evidence Requirements will have their achievement graded as C — competent, or A — highly competent or B somewhere between A and C. The grade related criteria to be used to judge candidate performance for this Graded Unit is specified in the following table.

Grade A	Grade C
Is a seamless, coherent piece of work which:	Is a co-ordinated piece of work which:
♦ provides comprehensive evidence for each of the three phases of the project and which is a coherent whole	♦ provides evidence for each of the three phases of the project
♦ provides evidence of a high standard in terms of presentation style, language, accuracy and technical content	♦ provides evidence produced to an acceptable standard in terms of presentation style, language, accuracy and technical content
♦ contains an accurate and insightful analysis and interpretation of the project brief	♦ contains analytical responses to the investigation
♦ develops the brief using a systematic approach and logical progression	♦ develops the brief to include all essential requirements
♦ has sought and makes good use of a wide range of supporting evidence, some of which is unique	♦ makes use of supporting evidence
♦ provides evidence of innovation or dynamism in approach	♦ provides evidence produced using a standard approach
♦ provides evidence of highly effective integration of knowledge and skills	♦ provides evidence of integration of skills and knowledge
♦ integrates thoughts, ideas and proposals and recognises conflicts and potential drawbacks of ideas	♦ while there is some integration of thoughts, tends to consider ideas and proposals in isolation
♦ demonstrates the candidate's ability to work autonomously	♦ demonstrates independent learning with minimum support and revision during project

The project will be marked out of 100. Assessors will mark each stage of the project, taking into account the criteria outlined. The marks will then be aggregated to arrive at an overall mark for the project. Assessors will then assign an overall grade to the candidate for this Graded Unit based on the following grade boundaries.

A = 70% — 100%
B = 60% — 69%
C = 50% — 59%

Note: the candidate must achieve all of the minimum evidence specified below for each stage of the project in order to achieve the Graded Unit.

Evidence Requirements

The project consists of three stages: planning; developing; and evaluating. The following table specifies the minimum evidence required to pass each stage.

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Note: The candidate must achieve **all of the minimum evidence** specified below for each stage of the project in order to pass the Graded Unit.

Project Stage	Minimum Evidence Requirements
Stage 1 — Planning 40%	A production file that includes: ♦ the candidate's interpretation of the brief ♦ any information gathered to clarify the brief ♦ aims of the practical assignment ♦ explanation of information sources to be used ♦ explanation of materials and resources required and how they will be accessed ♦ evidence of the effect of converging AV and IT technology ♦ a project schedule including explanation and detailed breakdown of all the key stages involved and the estimated timescales for completion of each stage ♦ an estimated itemised budget ♦ evidence of creative influences on the candidate's decision making process All planning and developing evidence should be contained in a production folder and should demonstrate appropriate use of technical terms used in the Audio Visual industry. *The candidate must achieve all of the minimum evidence specified above in order to pass the Planning stage.*

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Project Stage	Minimum Evidence Requirements

Stage 2 — Developing 30%	A record of processes underpinning the activity, submitted in a format appropriate to the specialist cluster studied, including:
	
	♦ a logbook or diary
	♦ systems diagrams, where appropriate
	♦ a storyboard, where appropriate
	♦ evidence of fault diagnosis, where appropriate
	♦ an updated project schedule
	♦ a final itemised budget
	♦ evidence of creative developments
	   or
	♦ combinations of these
	   and
	♦ a prototype which has been tested for words, sound and image production
	
	All planning and developing evidence should be contained in a production folder and should demonstrate appropriate use of technical terms used in the Audio Visual industry. The prototype should be submitted in a form appropriate to the chosen cluster.
	
	The candidate must achieve all of the minimum evidence specified above in order to pass the Developing stage.

Stage 3 — Evaluating 30%	An evaluation report which should: ♦ briefly outline the assignment ♦ review and update the project schedule in the light of experience ♦ summarise any unforeseen events and how they were handled ♦ identify any knowledge and skills which have been gained and/or developed ♦ assess the strengths and weaknesses of the output of the practical assignment ♦ determine to what extent the assignment met the original brief ♦ consider how to exploit knowledge gained and how it will support future learning *The candidate must achieve all of the minimum evidence specified above in order to pass the Evaluating stage.*

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Support notes

It is envisaged that this Graded Unit may be started approximately halfway through the candidate's studies, with an increasing amount of the time available for the Graded Unit towards the end of the course. Delivery of the Graded Unit may vary depending on individual academic calendars. It is not intended that any new knowledge or skills are taught during delivery of the Graded Unit. Instead, the Graded Unit should be used to allow the candidate to demonstrate the integration and application of existing knowledge and skills. The lecturer's time will be spent discussing individual candidate work.

It is envisaged that Graded Unit 2 will reflect the candidate's selected specialist cluster. A final, *definitive* product/set up output is not required, though a prototype should be produced. The main emphasis of the task is on the planning and project management processes leading up to the prototype, rather than a full, working, industry standard product. This approach also ensures that candidates choosing differing clusters will have equal opportunities to succeed in this Unit.

Time management is an important aspect of planning, developing and evaluating a practical activity and in order to help candidates manage their time effectively, lecturers should consider setting up individual progress reviews with candidates at the start of the Unit delivery time. Lecturers may consider developing a centre pro-forma to record their discussions with candidates. These discussions or mentoring activities are an essential part of the Graded Unit and should help ensure that candidates keep to timelines and should be included in their production file. The Grade finally achieved by the candidate depends on the work submitted. It is therefore very important that staff do not give undue assistance to candidates. The level of assistance should be fully discussed at Course Team level and any assistance given should be logged in the candidate's mentoring records.

The amount of time spent planning the project at this stage is seen as critical to the development of skills which are genuinely transferable in the Audio Visual industry. Part of the planning will require candidates to negotiate use of audio-visual technology and facilities. Candidates must also be able to co-operate with others in the class group. While it is not essential that all delivery takes place in a classroom, lecturers should try to ensure that a flexible approach towards ensuring adequate accommodation and resources are available to candidates. Access to computers is likely to be required throughout the Graded Unit. Lecturers should decide on an appropriate assessment medium for the analysis in stage three and take into account the nature of the Audio Visual project and the particular needs of the candidate. It is anticipated that in most cases the analysis would take the form of a written report but assessors should use their discretion and chose an appropriate medium.

As stated in the instructions for designing the assessment task, candidates should develop a project to a given brief based on one of the three specialist clusters available as part of the Audio Visual Technology HND.

With the main emphasis on planning and project management processes leading up to the prototype, appropriate examples of plans to be produced for each cluster could be:

♦ multi media cluster: final plans and storyboards of key frames for a motion graphic/composited sequence suitable for use in a web page
♦ production cluster: pre–production plans for a corporate training video
♦ AV Integration cluster: design and plan an audio visual set up for a complex presentation

Higher National Graded Unit specification: Instructions for designing the assessment task and assessing candidates (cont)

Equality and inclusion

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

General Information for candidates

Towards the end of the HND, you will start the *Audio Visual Technology: Graded Unit 2*. The purpose of this Graded Unit is to allow you to bring together many of the different skills you have learnt throughout your course. You will have previously completed *Audio Visual Technology: Graded Unit 1* and be in the process of studying the following Units:

F1TH 35   *Audio Visual Systems*
DV0M 34   *Work Experience*
F1TJ 34   *Audio Visual Digital Content Delivery and Formats*

In addition, you will have begun or completed the specialist cluster you have selected in HND Year 2: Multi Media, Production or Audio Visual Integration.

	Multi Media
F1TF 35	Compositing and Motion Graphics Advanced
DX5R 35	Web Design Project

or

	Production
F1TM 35	News Gathering
DM10 35	Editing to a Directors Brief

or

	Audio Visual Integration
DH2W 35	Computer Hardware: Building a Network PC
D7XN 35	Audio Visual Presentation 2: Creating Audio and Audio Visual programmes

This Graded Unit also reflects the main aims of the HND. These are to allow you to:

♦ develop a high level of knowledge of converging AV and IT technologies
♦ develop advanced skills and competencies in specialist AV skills
♦ allow for the development of individual specialisation in key areas (clusters)
♦ develop advanced knowledge of AV systems and installations
♦ develop skills in first line maintenance and fault diagnosis
♦ develop a high level of skills and competencies in specialist AV digital content
♦ develop the ability to critically analyse and evaluate complex information and apply creative solutions
♦ develop and maximise employability skills
♦ provide a skill set designed to keep pace with the changing nature of technology focused jobs and related creative disciplines

You will be asked to apply some of the skills and knowledge you have learnt in the above Units to a practical assignment. You will also have to plan your assignment, develop your ideas and evaluate the process.

At the start of the Graded Unit you will be given a production brief which you will plan, develop and evaluate to provide a solution — just as you would for a client. The Graded Unit will assess your ability to plan and develop an idea to the production stage of a project. The project you develop should reflect the specialist cluster you have selected as part of Year 2 HND. Examples of typical Audio Visual projects may include:

♦ multi media: final plans and storyboards of keyframes for a motion graphic/composited sequence suitable for use in a web page
♦ production: pre–production plans for a corporate training video
♦ Audio Visual Integration: design and plan an audio visual set up for a complex presentation

General Information for candidates (cont)

Whatever project you chose to undertake, it must demonstrate the overall aims of the Unit. Your lecturer will give guidance on the suitability of your Audio Visual project for the purposes of this Graded Unit. The project will be marked in three distinct stages and you have to pass each stage of the project to pass the Graded Unit. The marks for each of the three stages will give a final mark out of 100%. The grade you receive is based on the following:

A = 70% − 100%
B = 60% − 69%
C = 50% − 59%

Within this Unit it is possible to develop Core Skills and employability skills. For example: Communication skills will be improved through discussions with your lecturer, through production meetings and through the tasks related to the completion your production file. It is highly likely that your project will require you to employ the services of others in your class and/or contributors/experts. This will provide you with the opportunity to improve *Working with Others* Core Skill.

Your production file will allow you to develop your Information Technology skills. It is likely that part of your Audio Visual Project will involve working with computers. This may allow you to develop your IT skills. You are likely to encounter a range of technological problems (related to eg lighting and sound) and logistical problems (relating to eg scheduling) throughout your Audio Visual project. Dealing with these problems will allow you to improve your *Problem Solving* Core Skill.

At each of the three stages of the Graded Unit (planning, developing and evaluating) you will meet with your lecturer who can advise you and help you in following the guidelines, ensuring you achieve the Graded Unit within the given timescale. You will submit your finished production file and prototype just as you would to a client, along with an analysis of your project management experiences and your performance of tasks.